DOCUMENT RESUME

ED 309 242 CE 051 996

TITLE	Microcomputer Programs for Diversified Occupations Education. A Bibliography.
INSTITUTION	Florida State Univ., Tallahassee. Center for Instructional Development and Services.
SPONS AGENCY	Florida State Dept. of Education, Tallahassee. Div. of Vocational, Adult, and Community Education.
REPORT NO	DO-132-BK-88
PUB DATE	Apr 88
NOTE	14p.
PUB TYPE	Reference Materials - Bibliographies (131)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	Basic Skills; *Career Education; *Career Exploration; *Career Planning; *Computer Assisted Instruction; *Computer Software; Disabilities; Employment Interviews; Job Application; *Job Search Methods; Job Skills; Microcomputers; Occupational Information; Postsecondary Education; Secondary Education; Special Education; Vocational Education; Work Attitudes

ABSTRACT

This annotated bibliography describes materials available for computer-assisted instruction in career education. The materials are suitable for use by regular, disadvantaged, and handicapped students and by students whose facility in English is limited. These materials may be used for developing tests, testing, reviewing, and vocabulary. The bibliography includes programs for career analysis, career exploration, career assessment, career planning, finding job openings, following up a job lead, completing job applications, interviewing, developing proper job habits, communication, and keeping a job. Some programs can be used to test reading comprehension or help students identify occupations suited to their abilities and personalities. Career exploration for special needs and at-risk students is also included. Entries are presented in alphabetical order. Each entry provides this information: title, date, annotation, system requirements, and availability. Materials for inclusion in the bibiography were located through the Florida Educational Information Service (FEIS), which conducted searches of the Vocational Education Curriculum Materials (VECM) database on Bibliographic Retrieval Service (BRS). (YLB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED309242

Microcomputer Programs for Diversified Occupations Education

A Bibliography

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

D Cuccio

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Florida Educational Information Services
Center for Instructional Development and Services

CEDS1996

BEST COPY AVAILABLE

Sponsored and published by
Florida Department of Education
Betty Castor, Commissioner

Produced by
The Center for Instructional Development and Services
Florida State University

For additional copies, contact
Dissemination and Diffusion Section
Bureau of Research, Dissemination, and Evaluation
Division of Vocational, Adult, and Community Education
Department of Education
Knott Building
Tallahassee, Florida 32399
(904) 488-0405

Microcomputer Programs for Diversified Occupations Education

A Bibliography

State of Florida
Department of Education
Tallahassee, Florida
Betty Castor, Commissioner
Affirmative action/equal opportunity employer

Division of Vocational, Adult, and Community Education

April 1988

The Division of Vocational, Adult, and Community Education expresses appreciation to each of the following:

Project Coordinator
Rebecca Augustyniak
The Center for Instructional Development and Services
Florida State University
Tallahassee

Project Manager
Margaret Campbell
The Center for Instructional Development and Services
Florida State University
Tallahassee

Editor
Lloyd Gold
The Center for Instructional Development and Services
Florida State University
Tallahassee

Designer
Gary Carroll
John Francis
The Center for Instructional Development and Services
Florida State University
Tallahassee

©State of Florida, Department of State, 1988

Authorization for reproduction is hereby granted to the State System of Public Education as defined in 228.041(1), Florida Statutes. No authorization is granted for distribution or reproduction outside the State System of Public Education without prior approval in writing.

Introduction

This bibliography describes materials available for computer-assisted instruction. These materials are suitable for use by regular, disadvantaged, and handicapped students and by students whose facility in English is limited; these materials may be used for developing tests, testing, reviewing, and vocabulary.

Included are programs for career analysis, career exploration, career assessment, career planning, finding job openings, following up a job lead, completing job applications, interviewing, developing proper job habits, communication, and keeping a job. Included here are programs that can be used to test reading comprehension and programs to help students identify occupations suited to their abilities and personalities. Career exploration for special-needs and at-risk students is also included.

Materials for inclusion in this bibliography were located through Florida Educational Information Service (FEIS). FEIS conducted searches of computerized information retrieval systems (specifically the VECM—Vocational Educational Curriculum Materials—database on BRS—Bibliographic Retrieval Service).

FEIS is sponsored by the Florida Division of Vocational, Adult, and Community Education and is located in The Center for Instructional Development and Services, Florida State University.

For additional search information, contact Florida Educational Information Service, The Center for Instructional Development and Services, 2003 Apalachee Parkway, Suite 301, Tallahassee, FL 32301-4829, (800) 428-1194.

Notes for reading an entry. The records in this bibliography have been reproduced as written by data base developers. No further editing of the texts was done.

TITLE: ***Assessing Specific Employability Skills Competencies.***

DATE: 1985.

ANNOTATION: This program provides students with pre- and post-assessment inventories. Students are presented with a series of questions, allowing the teacher to determine the students' understanding of each of the six major competency areas usually covered by employability skills programs: establishing goals, developing resumes, finding job openings and following up job leads, completing job applications, interviewing for a job, and keeping a job. Tests are not normed. Order Number(s): XY110A, Apple; XY110T, TRS-80; XY110B, IBM-PC.

SYS REQ: Microcomputer Program; Apple II; IIe or IIc; 48K Memory; 2 Disks; 5 1/4 Inch Size; TRS-80 III or B&W; 48K Memory; 2 Disks; 5 1/4 Inch Size; IBM-PC; 64K Memory; 2 Disks; 5 1/4 Inch Size.

AVAILABILITY: Sale $139.90 Disks and Worksheet. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800-468-4227 In West Virginia 1-344-8550.

TITLE: ***Career Compass.***

DATE: 1986.

ANNOTATION: After completing a series of 70 work activity questions, the user is provided with applicable lists of general career clusters; major work groups; and specific occupations. The 14 interest clusters are ranked with additional descriptive information provided for the top three clusters. Included is a detailed description of the interest clusters; major work groups within each cluster and sample occupations for each. Order Number(s): CG100A Apple, CG100T TRS 80, CG100I IBM.

SYS REQ: Microcomputer Program; Apple II; IIe; IIc; 64K Memory; 3.3 DOS; 1 Disk; 5 1/4 Inch Size; TRS 80 Size, B&W; 1 Disk; 5 1/4 Inch Size; IBM PC; PCjr; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $89.00. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800-468-4227 In West Virginia 1-344-8550.

TITLE: ***Career Counselor.***

DATE: 1984.

ANNOTATION: Through a set of easy-to-use menus and display, students enter their likes and dislikes concerning interests, abilities, nature of work and other goals. The program then searches a data base and generates a list of careers that satisfies the students preferences. The program also features a "Career Dictionary" which allows students to obtain descriptions of the 509 careers described in the system. Order Number: QU999A.

SYS REQ: Microcomputer Program; Apple; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $59.95. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800-468-4227 In West Virginia 1-344-8550.

TITLE: ***Career Directions.***

DATE: 1982.

ANNOTATION: Was developed for use with a wide range of young adults, from those who wish to enter the job market directly to those who wish to enter college. This program is divided into four major sections—Career Assessment, Career Analysis, Career Exploration and Career Planning. This computerized system, designed by professionals, provides maximum career planning flexibility in an easy-to-use, menu-driven software package that requires no knowledge of computer programming. Order: Apple, JS0200A; TRS-80, JS0200T; IBM-PC, US0200I; MS-DOS (IBM compatible), JS02501.

SYS REQ: Microcomputer Program; Apple; 2 Disks; 5 1/4 Inch Size; TRS-80; 2 Disks; 5 1/4 Inch Size; IBM-PC; 2 Disks; 5 1/4 Inch Size.

AVAILABILITY: Sale $89.00 ; $10.00 Back-up disk. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800-468-4227 In West Virginia 1-344-8550.

TITLE: ***Career Planning Service (Peterson's).***

DATE: 1986.

ANNOTATION: Helps students identify occupations suited to their abilities and personalities. Consists of seven modules: 1) Personal Assessment, 2) Personality Style Chart, 3) Career Possibilities-gives a list of careers based on Module 1 answers, 4) Career Exploration and Research, 5) Career Decision Making-rates the matches between Modules 1 and 3, 6) Career Planning-develops strategies for reaching career goals, 7) College Majors-list of college majors related to career goals. Data disk stores student responses for counselor use. Order number: PT400A.

SYS REQ: Microcomputer Program; Apple; 64K Memory; 80-Column Display.

AVAILABILITY: Sale $245.00. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800-468-4227 In West Virginia 1-344-8550.

TITLE: ***Career Planning System—CPS.***

DATE: 1983.

ANNOTATION: This is a highly structured, closely integrated microcomputer instructional package that provides a variety of career exploration experiences and addresses the occupational and educational needs of special needs and at-risk students. CPS is designed to actively involve students in planning their own career-related studies and is written at the third grade reading level. CPS is written in two formats and two versions: Format I for regular education, Format II for special education. Version 100 contains 45 disks (including a data management disk) and customization, 12 student manuals and one administration manual; Version 101 contains 18 disks, six student manuals, and an administration manual. The system requires two disk drives, and a printer is optional.

SYS REQ: Microcomputer Program; Apple II+; IIe; IIc; 48K Memory; 5 1/4 Inch Size; Color; Atari 800; 800XL; Atari Basic Language; 48K Memory; 5 1/4 Inch Size; Color.

AVAILABILITY: Sale $1,495 for large version; $495.00 for short version. The Conover Company. PO Box 155. Omro, WI 54963. (414) 685-5707.

TITLE: ***Careers.***

DATE: 1985.

ANNOTATION: This program from the Holt Guidance series is designed to help high school students with career selection and exploration. After answering a series of questions, the student is provided with information on interests, abilities and preferences. The Career Selection section produces a list of occupations that suit the student's needs while the Occupational Information section provides useful information about any particular career from a data base of over 300 occupations. Need Hardware-

printer and 80 column card. Order: Apple CS800A, 20 Additional Student Guides CS810.

SYS REQ: Microcomputer Program, Apple, 2 Disks, 5 1/4 Inch Size.

AVAILABILITY: Sale $150.00 Apple; $30.00 Guides. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800-468-4227 In West Virginia 1-344-8550.

TITLE: ***Career System 2000.***

DATE: 1986.

ANNOTATION: Describes over 560 careers by giving information on job duties, physical surroundings, physical demands, working conditions, data-people, things, temperaments, aptitudes, entry requirements, training period, educational opportunities, earnings, and much more. One of the most complete career exploration systems, occupations can be accessed by career title, cluster category, or DOT, SOC, or GOE code. Order the entire system or selected speciality sub-systems. Order Number: CF100A, System; Subsystems: CF200A, Health; CF300A, Business; CF400A, Science; CF500A, Industrial; CF600A, Semi-Skilled.

SYS REQ: Microcomputer Program; Apple; 6 Disks; 5 1/4 Inch Size.

AVAILABILITY: Sale $220.00. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800-468-4227 In West Virginia 1-344-8550.

TITLE: ***CFKR Career Series.***

DATE: 1982.

ANNOTATION: This Series is composed of three introductory career planning programs. Programs provide descriptive information regarding salary information, occupational outlook, and job requirements. JOB-O is a general interest survey that matches the student with 120 of the most popular occupations. MAJOR-MINOR FINDER, is a general interest survey of 99 college majors tied to career considerations. CAREER EXPLORATION SERIES is composed of a series of six surveys, each focusing on a major career cluster. Six clusters are Agriculture-Forestry, Business-Clerical, Consumer-Home Economics, Art-Communications, Industrial-Mechanics, and Science-Health. Order: Apple, CM100AP; TRS-80, CM100TR; IBM-PC, CM100TB; Commodore 64, CM100CM.

SYS REQ: Microcomputer Program; Apple; Commodore 64; 8 Disks; 5 1/4 Inch Size; TRS-80; 8 Disks; 5 1/4 Inch Size; IBM-PC; 8 Disks; 5 1/4 Inch Size.

AVAILABILITY: Sale $349.95. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800-468-4227 In West Virginia 1-344-8550.

TITLE: ***Communications: Your Bridge to Others.***

DATE: 1986.

ANNOTATION: Students learn the importance of using non-verbal communication to their benefit. The package goes on to provide tips on effective written communication including: writing letters of application, follow-up letters, and memos. Discusses developing effective communication on the job with subordinates, co-workers and bosses. Provides several sample situations for the user to determine the most effective communication technique. Order Number(s): ES611A, Apple; ES631T, TRS-80; ES651I, IBM-PC.

SYS REQ: Microcomputer Program; Apple; 1 Disk; 5 1/4 Inch Size; TRS-80; 1 Disk; 5 1/4 Inch Size; IBM-PC; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $69.95 Disk and Manual. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800 468-4227 In West Virginia 1-344-8550.

TITLE: ***The Computer Guide to Fashion Careers.***

DATE: 1983.

ANNOTATION: Students will be able to explore more than 50 careers in the fashion industry including entry level and above. Advantages and disadvantages of entering into fashion merchandising, how to assess fashion talents and skills, and how to prepare for a career. Students will learn the four major areas in the fashion industry, advertising, promotion, and fashion consulting. Order number CDGTF.

SYS REQ: Microcomputer Program; Apple II; IIe; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $150.00. Career Aids, Incorporated. 20417 Nordhoff Street, Department K65. Chatsworth, CA 91311. (818) 341-8200.

TITLE: ***Consumer Talk: Everyday Reading Skills. Lifeskill Reading I.***

DATE: 1983.

ANNOTATION: Diskette menu is: Income and Taxes, Insurance, Real Estate, Taking Care of Your Health. One of three programs available in the Lifeskill Reading Series. Order number 7105 AD for Apple; 7105 TD for TRS-80.

SYS REQ: Microcomputer Program; Apple II; TRS-80 III; B&W; 32K Memory; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $39.95. Media Materials, Incorporated. 2936 Remington Avenue. Baltimore, MD 21211-2891. (800) 638-1010 or in Maryland call collect (301) 235-1700.

TITLE: ***The Corporation Job Game.***

DATE: 1983.

ANNOTATION: Teaches students how to keep their jobs and how to advance in the competitive world. They try to climb three career ladders in an imaginary company. The three career ladders include: sales-marketing, data processing-accounting, and engineering-production. Students are presented with problems that must be solved and conflicts that must be resolved. They are awarded "power" and "energy" points as they make correct decisions in their career ladder climb. Order Number(s): CD0455A, Apple; CD0455T, TRS-80; CD0455I, IBM-PC.

SYS REQ: Microcomputer Program; Apple; 1 Disk; 5 1/4 Inch Size; TRS-80; 1 Disk; 5 1/4 Inch Size; IBM-PC; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $79.00 Disk and Manual. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800 468-4227 In West Virginia 1-344-8550.

TITLE: ***Data Entry Job Skills.***

DATE: 1983.

ANNOTATION: This program is designed to prepare your students to work in the data entry field. Complete with 10 skill options, the first 5 levels build as well as screen data entry skills. Levels 6-10 teach actual data entry job skills. The program is menu driven and requires a Clock Card. Order number ILDEJSA for Apple, ILDEJSB for Apple with Clock Card, ILDEJSC for TRS-80, ILDEJSD for TRS-80 with Clock Card.

SYS REQ: Microcomputer Program; Apple II, IIe; TRS-80 III; 4, 48K Memory; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $100.00, $250.00 with Clock Card. Career Aids, Incorporated. 20417 Nordhoff Avenue, Department Z98. Chatsworth, CA 91311. (818) 341-8200.

TITLE: ***Emerging Occupations Interest Inventory.***

DATE: 1983.

ANNOTATION: Students' interests are matched against the characteristics of nearly 100 occupations. Each occupation has been chosen because of the potential for success in terms of future careers that will be in highest demand. At the conclusion of the program students are presented with specific occupations for which they seem best suited. They are then referred to the accompanying Career Guide for in-depth information regarding personal qualifications and educational requirements, salary potential, and how to prepare for the job. Order Number: XM252.

SYS REQ: Microcomputer Program; Apple; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $62.50. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800-468-4227 In West Virginia 1-344-8550.

SERIES: **Exploring Career Options Series.**

TITLE: ***Advertising and Public Relations.***

Business Careers.

Computer Careers.

Factory Careers.

Interior Decorating and Fashion Design.

Medicine.

Military Careers.

Nursing.

Office Careers.

Painting and Graphic Arts.

Public Safety.

Publishing.

Retailing.

Social Work and Public Health.

Teaching.

DATE: 1985.

ANNOTATION: One of sixteen in the Exploring Career Options Series. Students improve comprehension skills and learn job-related vocabulary by reading about career opportunities and requirements in any of 16 fields. Covers job descriptions, information on educational and training requirements, and predictions of future opportunities in specific areas. Multiple choice questions test reading comprehension; incorrect answers lead to complete explanations. An optional management system keeps track of students' scores in each lesson. Each program consists of eight to ten lessons on one disk.

SYS REQ: Microcomputer Program; Apple; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $34.95, $44.95 with management; $435.00 for series; $595.00 for series with management; 30-day return privilege. Intellectual Software. 798 North Avenue. Bridgeport, CT 06606. (800) 232-2224 or (203) 335-0906.

TITLE: ***Group Assessment.***

DATE: 1984.

ANNOTATION: Computerized Career Assessment and Planning Program (CCAPP). Allows you to assess the career interests of a group of students with a paper and pencil exercise. The Workbook asks questions regarding interests and abilities. The questions in the Workbook are identical to the Addition exercises in Modules I and II of CCAPP. Students record their answers on the coded Worksheets. These completed worksheets provide the data that is then entered in the computer. The computer will store the data for up to 200 individual students. This batch processing is ideal when computer time is in great demand. Order: Apple, JS0120A; TRS-80, JS0120T; IBM-PC, JS0120I; Group Assessment Workbooks (pkg. of 10), JS0121B; Group Assessment Worksheets (pkg. of 100), JS01225.

SYS REQ: Microcomputer Program; Apple; 2 Disks; 5 1/4 Inch Size; TRS-80; 2 Disks; 5 1/4 Inch Size; IBM-PC; 2 Disks; 5 1/4 Inch Size.

AVAILABILITY: Sale $75.00 Disks; $25.00 Workbooks; $6.00 Worksheets. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800-468-4227 In West Virginia 1-344-8550.

TITLE: ***Interactive Career Exploration—ICE.***

DATE: 1984.

ANNOTATION: This system consists of a set of interactive programs designed to provide a wide range of information useful to career exploration. Consists of four programs: Interest Inventory, users rate how well they'd like to engage in activities; Skills Inventory, users rate themselves on realistic, investigative, artistic, social, enterprising and conventional skills; Values Inventory, users rate the relative importance of values; Career Exploration Profile, provides a 10 page printout with career skills ratings. Order Number: PH100A.

SYS REQ: Microcomputer Program; Apple; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $125.00. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800-468-4227 In West Virginia 1-344-8550.

TITLE: ***Introduction to General Terms of Work. Computer Words at Work—General Terms.***

DATE: 1984.

ANNOTATION: One of two programs in the Computer Words at Work—General Terms Series. Includes four lessons which teach the vocabulary related to general terms of work. Order: MW 92-13.

SYS REQ: Microcomputer Program; Apple II, II +, IIe, IIc.

AVAILABILITY: Sale $200.00. Southwest Tele-Computer Corporation. 5845 Gardner Highway. Alexandria, LA 71303. (318) 445-2572.

TITLE: ***Job Applications: Answering the Employer's Questions.***

DATE: 1983.

ANNOTATION: Students learn the techniques of filling out a job application. Familiarizes the student with the terms frequently used, and teaches the importance of answering open-ended questions accurately and concisely. Actual on-screen applications enable students to practice their newly acquired skills. Order number ES603. Includes 2 copies of "Filling Out the Forms".

SYS REQ: Microcomputer Program, Apple II, IIe, 48K Memory, 3.3 DOS, 1 Disk, 5 1/4 Inch Size

AVAILABILITY: Sale $59.95. Career Aids, Incorporated. 20417 Nordhoff Avenue, Department Z98. Chatsworth, CA 91311. (818) 341-8200.

TITLE: ***Jobhunters Survival Kit.***

DATE: 1984

ANNOTATION: This program helps students identify the skills they can offer an employer and develop a resume designed for maximum impact. The Skill Analyzer is an interactive program which takes participants through a step-by-step procedure of looking at jobs in reference to skills they may possess. The Resume Writer guides the student through selection of a resume format and presentation of skills in a manner designed to show strengths in the best possible light. Printer required. Order number A-213.

SYS REQ: Microcomputer Program, Apple, TRS-80; 2 Disks

AVAILABILITY: Sale $159.95. AVA Resources. 1410 King Street. Alexandria, VA 22314.

TITLE: ***Job Hunting Skills. Lifeskill Reading II.***

DATE: 1983

ANNOTATION: Diskette includes: Want Ad Abbreviations, Looking and Acting Your Best, Vocabulary for an Application, and Filling Out an Application. One of three programs available in the Lifeskill Reading II Series. Order number 7110 AD for Apple; 7110 TS for TRS-80.

SYS REQ: Microcomputer Program, Apple II, TRS-80 III; B&W; 32K Memory; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $39.95. Media Materials, Incorporated. 2936 Remington Avenue. Baltimore, MI 21211-2891. (800) 638-1010 or in Maryland call collect (301) 235-1700.

TITLE: ***Job Search.***

DATE: 1983

ANNOTATION: This counselor-oriented system can input many student-worker factors including general educational development, aptitudes, interests, strengths, specific vocational preparation, and working conditions. The program will then match these factors with over 1864 occupations and list those jobs that are conservatively close to the student's skill level. The output includes job titles, worker trait information, and four cross reference codes (DOT, GEO, SIC, and ID) for further occupational exploration. Requires two disk drives and printer. Order Number: EF200A.

SYS REQ: Microcomputer Program; Apple; 2 Disks; 5 1/14 Inch Size.

AVAILABILITY: Sale $149.00 include two Back-up Disks. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800-468-4227 In West Virginia 1-344-8550.

SERIES: **The Job World Series.**

TITLE: ***The Employability Inventory.***

Finding And Following Up Job Opportunities.

Life And Career Planning: The Future is Yours.

The Resume: Presenting Yourself in Writing.

Successful Interviewing: Selling Yourself.

DATE: 1984

ANNOTATION: Allows the user to react to various situations regarding getting and keeping a job. Topics covered include: finding job openings, developing resumes, following up job leads, completing job applications, interviewing, developing proper work habits, communicating, and ways to keep a job. This is a series of eight. Order Number(s): ES327A, Apple; ES328T, TRS-80; ES348I, IBM-PC.

SYS REQ: Microcomputer Program, Apple; 1 Disk; 5 1/4 Inch Size; TRS-80, 1 Disk; 5 1/4 Inch Size; IBM-PC, 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $69.95 Disk and 2 Copies of Handbook. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800 468-4227 In West Virginia 1-344-8550.

TITLE: ***Jobs in Today's World.***

DATE: 1986

ANNOTATION: Students answer 19 multiple choice questions about their interests and preferences. After the questions, the program gives three occupations that fit the student's responses. The student is referred to the page of the included career guide, where a description of the job can be found. Includes job descriptions and salary ranges for 91 different jobs. Order Number: XM253.

SYS REQ: Microcomputer Program; Apple; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $62.50, includes Back-up Disk. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800-468-4227 In West Virginia 1-344-8550.

TITLE: ***Occupational Interest Matching.***

DATE: 1985

ANNOTATION: This system matches the student's education plans, career interests, and personal abilities with more than 590 occupations. Students answer approximately twenty questions regarding their personal and educational preferences and the computer program matches these responses with corresponding jobs. The student can then select any occupation from this list and obtain a more detailed description including DOT code, job outlook, and much more. Occupations can be changed to explore the categories and responses can be changed to explore the corresponding changes in the occupational output. Order: CR100A Apple; CR100T TRS-80; CR100I IBM-PC; CR100C, Commodore 64.

SYS REQ: Microcomputer Program; Apple; Commodore 64; 1 Disk; 5 1/4 Inch Size; TRS-80; 1 Disk; 5 1/4 Inch Size; IBM-PC; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $199.95 includes Backup. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800-468-4227 In West Virginia 1-344-8550.

TITLE: ***The Resume Processor.***

DATE: 1985

ANNOTATION: Produces a professional quality resume. Users simply type in the information as it is requested by the program. You can choose from 2 formats: centered headings or left margin headings; and whether to have your work and educational dates placed in a prominent position. Also, you can choose the order you want topics to appear, omit topics from any printing without destroying the master, and add special topics to any printing to customize each application. 80 column version requires an 80 column card. Order Number:

WN100A, Apple (80 column); WN110A, Apple (40 column); WN100I, IBM-PC.

SYS REQ: Microcomputer Program; Apple 80 + 40 Column, 1 Disk; 5 1/4 Inch Size; IBM-PC; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $98.00. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800 468-4227 In West Virginia 1-344-8550.

TITLE: ***The Right Resume Writer.***

DATE: 1983.

ANNOTATION: Helps students develop their communication skills and provides tips for effectively marketing their experience. Through this program students will be able to generate 2 types of resumes by filling in their own biographical data. The chronological part of the resume emphasizes a predictable, steady work history with consistent advancement while the skills segment emphasizes marketable career skills. Order CDRRW.

SYS REQ: Microcomputer Program; Apple II, IIe; 48K Memory; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $49.00. Career Aids, Incorporated. 20417 Nordhoff Street, Department K65. Chatsworth, CA 91311. (818) 341-8200.

TITLE: ***The Right Resume Writer II.***

DATE: 1985.

ANNOTATION: This program allows you to tailor make four types of resumes (chronological, skill oriented, title oriented, and unique). It allows students to utilize preformatted inputs in areas such as education, work experience, skills, personal interest, accomplishments, workshops, seminars, conferences, references, and special headings. The program provides Word Processing Quality resumes using upper and lower case characters, a save-retrieve feature, and adjustable headings. Printer is required. Order Number: CD280A, Apple; CD2801, IBM-PC.

SYS REQ: Microcomputer Program; Apple; 1 Disk; 5 1/4 Inch Size; IBM-PC; 1 Disk; 5 1/4 Inch Size. TRS-80 Models III & 4.

AVAILABILITY: Sale $98.00. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800 468-4227 In West Virginia 1-344-8550.

TITLE: ***Successful Job Interviewing.***

DATE: 1983.

ANNOTATION: This program provides the students with tips on how to plan and implement a successful job interview. It teaches proper dress, importance of being on time for interviews, acceptable behavior during the interview process, questions to expect and questions to ask, as well as the proper follow-up procedure. The program contains creative graphics. Reading level, grades 3-4. Order Number: MC600A.

SYS REQ: Microcomputer Program; Apple; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $54.95. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800 468-4227 In West Virginia 1-344-8550.

TITLE: ***ValueSearch.***

DATE: 1984.

ANNOTATION: This program uses three challenging activities to focus on twelve work values. Students get a printed copy of each activity and a final printout showing a side-by-side comparison of how they ranked each value in each activity. Printer required. Order number A-215.

SYS REQ: Microcomputer Program; Apple I, IIe; TRS-80.

AVAILABILITY: Sale $95.00 Complete Package. AVA Resources. 1410 King Street. Alexandria, VA 22314.

TITLE: ***Vocational Interest Profile Report.***

DATE: 1986.

ANNOTATION: This program allows students to systematically define those broad work categories that are of most interest. Students indicate if they are interested in performing a number of specific work activities that are found in a broad range of industries and occupations. Next, the computer analyzes the student's responses and ranks the 12 work categories from most interest to least interested. Each student receives a detailed print out listing the 12 categories in rank order, descriptions of each category, examples of jobs, within each category. Order: Apple CCP100A, IBM CCP100I, Apple Backup CCP110A, IBM Backup CCP110I.

SYS REQ: Microcomputer Program; Apple; 1 Disk; 5 1/4 Inch Size; IBM; 1 Disk, 5 1/4 Inch Size.

AVAILABILITY: Sale $98.00, Backup $10.00. Cambridge Career Products. #2 Players Club Drive. Charleston, WV 25311. 800-468-4227 In West Virginia 1-344-8550.

TITLE: ***The Work Activities Inventory.***

DATE: 1983.

ANNOTATION: This is a 30 item inventory designed to introduce the six major interest areas: the doers, the investigators, the creators, the helpers, the influencers, and the organizers. It provides the student with useful labels to begin discussing preferred work activities. Each include: major work activities, major career clusters, types of coworkers present and a test on some job titles. Order number CDS 24V.

SYS REQ: Microcomputer Program; Apple II; II + ; IIe; TRS-80 Model III.

AVAILABILITY: Sale $150.00 Disk. American Micro Media. PO Box 306. Red Hook, NY 12571. (914) 758-5567.

TITLE: ***Working With Capitalization.***

DATE: 1984.

ANNOTATION: Practice capitalization skills in real world settings using a full-function word processor to correct capitalization mistakes on resumes, job applications, business letters, reports, etc. Includes a fully usable full-function, professional word processor, files of business letters and forms.

SYS REQ: Microcomputer Program; Apple; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $49.95; 30-day return privilege. Intellectual Software. 798 North Avenue. Bridgeport, CT 06606. (800) 232-2224 or (203) 335-0906.

TITLE: ***Working With Grammar.***

DATE: 1984.

ANNOTATION: Practice grammar skills in a real world setting using a full-function word processor to correct grammar mistakes on resumes, job applications, business letters, reports, etc. Includes a fully

usable full-function, professional word processor, files of business forms and letters.

SYS REQ: Microcomputer Program, Apple, 1 Disk, 5 1/4 Inch Size.

AVAILABILITY: Sale $49.95, 30-day return privilege. Intellectual Software. 798 North Avenue. Bridgeport, CT 06606. (800) 232-2224 or (203) 335-0906.

TITLE: ***Working With Punctuation.***

DATE: 1984

ANNOTATION: Practice punctuation skills in real world settings using a full-function word processor to correct punctuation mistakes on resumes, job applications, business letters, reports, etc. Includes a fully usable full-function, professional word processor, files of business forms and letters.

SYS REQ: Microcomputer Program, Apple, 1 Disk, 5 1/4 Inch Size.

AVAILABILITY: Sale $49.95, 30-day return privilege. Intellectual Software. 798 North Avenue. Bridgeport, CT 06606. (800) 232-2224 or (203) 335-0906.

TITLE: ***Working With Spelling.***

DATE: 1984

ANNOTATION: Practice spelling skills in a real world setting using a full-function word processor to correct spelling mistakes on resumes, job applications, business letters, reports, etc. Includes a fully usable full-function, professional word processor, files of business letters and forms.

SYS REQ: Microcomputer Program, Apple, 1 Disk, 5 1/4 Inch Size.

AVAILABILITY: Sale $49.95, 30-day return privilege. Intellectual Software. 798 North Avenue. Bridgeport, CT 06606. (800) 232-2224 or (203) 335-0906.

TITLE: ***Working With Usage.***

DATE: 1984

ANNOTATION: Practice usage skills in a real world setting using a full-function word processor to correct usage mistakes on resumes, job applications, business letters, reports, etc. Includes a fully usable full-function, professional word processor, files of business forms and letters.

SYS REQ: Microcomputer Program, Apple, 1 Disk, 5 1/4 Inch Size.

AVAILABILITY: Sale $49.95, 30-day return privilege. Intellectual Software. 798 North Avenue. Bridgeport, CT 06606. (800) 232-2224 or (203) 335-0906.

State of Florida
Department of Education
Tallahassee, Florida
Betty Castor, Commissioner
Affirmative action/equal opportunity employer

Division of Vocational, Adult, and Community Education

DVACE/04/88/600 1234 6789/898 DO 132 BK 88